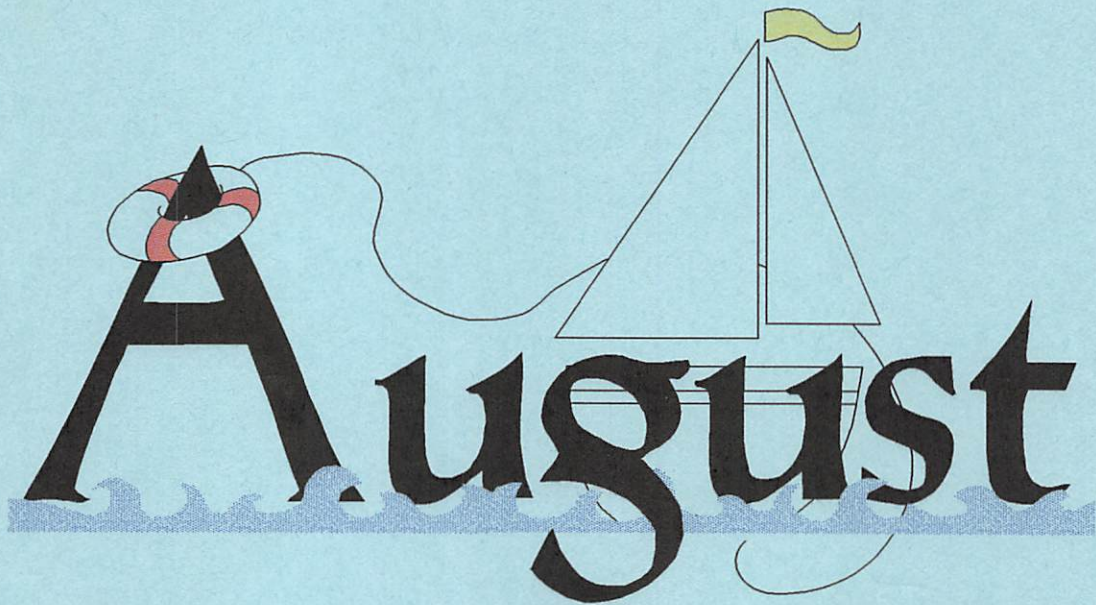


agenda  
City of Brookings  
Common Council Meeting  
City Hall Council Chambers  
898 Elk Drive  
Brookings, Oregon, 97415 - 7:00 p.m.  
August 11, 1997





# agenda

CITY OF BROOKINGS  
COMMON COUNCIL MEETING  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon  
August 11, 1997  
7:00 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
- V. PUBLIC HEARING
  - A. Wastewater System Development Charges (yellow)
- VI. SCHEDULED PUBLIC APPEARANCES
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
  - A. Shelter Resources, Inc.-Laura Coomes (orange)
- VIII. STAFF REPORTS
  - A. Finance Department
    - 1. Computer Maintenance Service Agreement (green)
  - B. Community Development
    - 1. Accept Wastewater Facilities Plan (cream)
    - 2. Stout Park bid award (blue)
    - 3. Water Treatment Plant re-roof bid award (tan)
  - C. Police Department
    - 1. AIRS Management Information report (purple)
    - 2. E 9-1-1 update (pink)



IX.

CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
  - 1. Minutes of June 23, 1997 Regular Meeting (gold)
  - 2. Minutes of July 28, 1997 Regular Meeting (green)
- B. Approval of vouchers (\$144,213.88) (yellow)

(end Consent Calendar)

X.

ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Ordinances
  - 1. Ordinance No. 97-O-524 - An ordinance vacating a 0.94 acre portion of the Bridge Street right-of-way located on the South side of Bridge Street (blue)
    - a. Final Order and Findings of Fact for VAC-1-97 (grey)
- B. Resolutions
  - 1. Resolution No. 97-R-619 - A Resolution revising the wastewater systems development charges and repealing Resolution No. 91-R-519 (orange)
  - 2. Resolution No. 97-R-620 - A Resolution adopting rates, fees and charges to the users of the City of Brookings sewer services; and repealing Resolution No. 91-R-517 (cream)
  - 3. Resolution No. 97-R-622 - A Resolution authorizing the City of Brookings to participate in the City/County Insurance Services Trust (purple)

XI.

COMMITTEE & LIAISON REPORTS

- A. Planning Commission
- B. Parks & Recreation Commission
- C. Chamber of Commerce
- D. Councilors

XII.

REMARKS FROM MAYOR AND COUNCILORS

- A. Mayor
- B. Council

XIII.

ADJOURNMENT

## AUGUST 1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	9:00am CC-VIPS 7:00pm CC-CFABB <u>7:00pm FH-Dept drill night</u>	8:30am Staff Mtg-Tom's ofc 10:00am CC-911 Board (Jack) 12:00pm Rotary-Sandy's Overflow...	9:00am CC-Computer development team (Jack) 12:00pm CC-Community mtg 3:00pm CC- Police Mtg Overflow...	8:15am FH-CDD Staff Meeting 9:00am CC-Crime Stoppers 10:00am Site Plan-Tom's ofc Overflow...	2:00pm CC-Bid Opening-Water Treatment Plant Reroof Project	8:00am AMF at Azalea Park
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
	7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's 7:00pm CC-Tom for Housing	10:00am CC-911 (Mike) 7:00pm CC-APF Mtg 7:00pm Tri Cities Council-Gold Beach Chambers	8:15am Finance Staff Mtg 8:15am CC-CDD Staff Meeting 10:00am Site Plan-Tom's ofc Overflow...		9:00am CC-CFABB
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
	9:00am CC-VIPS 7:00pm FH-Dept drill night 7:30pm School Board-Azalea Library	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's	1:30pm FH-Safety Comm Mtg	8:15am CC-CDD Staff Meeting 10:00am Site Plan-Tom's ofc	10:00am CC-BPD (Barb)	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
	7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's 7:00pm CVAT-Forest Svc Bldg	7:00pm Chamber Board of Directors-Conf Ctr	8:15am CC-CDD Staff Meeting 10:00am Site Plan-Tom's ofc 7:00pm CC-Parks & Rec Comm Mtg		
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
			JULY 1997		SEPTEMBER 1997	
			S M T W T F S		S M T W T F S	
			1 2 3 4 5		1 2 3 4 5 6	
			6 7 8 9 10 11 12		7 8 9 10 11 12 13	
			13 14 15 16 17 18 19		14 15 16 17 18 19 20	
			20 21 22 23 24 25 26		21 22 23 24 25 26 27	
			27 28 29 30 31		28 29 30	
<b>31</b>						



AUGUST 1997

APPOINTMENTS & SCHEDULED EVENTS

8/5/97	1:00pm	CC-Video arraignment team (Jack)
8/5/97	7:00pm	CC-Planning Commission Mtg
8/6/97	7:00pm	FH-PD Reserves (Mike)
8/7/97	2:00pm	CC-Bid Opening, Stout Park
8/14/97	12:00pm	Chamber Forum-Conf Ctr
8/14/97	5:00pm	Local Public Safety Coord Council-GB



# SEPTEMBER 1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY											
	8:00am HOLIDAY 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's 1:00pm Rotary Board of Dir-Sandy's Overflow...	12:00pm CC-Community mtg 5:00pm CC-CFABB 7:00pm FH-PD Reserves (Mike)	9:00am CC-Crime Stoppers 10:00am Site Plan-Tom's ofc													
	Labor Day 1	2	3	4	5	6											
	9:00am CC-VIPS 7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's	7:00pm CC-APF Mtg 7:00pm Tri Cities Council-Gold Beach Chambers	8:15am Finance Staff Mtg 10:00am Site Plan-Tom's ofc 12:00pm Chamber Forum-Conf Ctr Overflow...													
7	8	9	10	11	12	13											
	7:00pm FH-Dept drill night 7:30pm School Board-Azalea Library	8:00am ELECTION DAY 8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's	1:30pm FH-Safety Comm Mtg 5:00pm CC-CFABB	10:00am Site Plan-Tom's ofc													
14	15	16	17	18	19	20											
	9:00am CC-VIPS 7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's	6:00pm CC-Victim's Impact Panel 7:00pm Chamber Board of Directors-Conf Ctr	9:00am CC-Lann, Leslie (541-683-1131 Kathy) 10:00am Site Plan-Tom's ofc 7:00pm CC-Parks & Rec Comm Mtg	9:00am CC-Lann Leslie												
21	22	23	24	25	26	27											
	7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's 7:00pm CVAT-Forest Svc Bldg															
28	29	30	AUGUST 1997		OCTOBER 1997												
			S	M	T	W	T	F	S	S	M	T	W	T	F	S	
								1	2				1	2	3	4	
			3	4	5	6	7	8	9		5	6	7	8	9	10	11
			10	11	12	13	14	15	16		12	13	14	15	16	17	18
			17	18	19	20	21	22	23		19	20	21	22	23	24	25
			24/31	25	26	27	28	29	30		26	27	28	29	30	31	



SEPTEMBER 1997

APPOINTMENTS & SCHEDULED EVENTS

9/2/97	7:00pm	CC-Planning Commission Mtg
9/11/97	5:00pm	Local Public Safety Coord Council-GB

TO BE DONE TODAY (ACTION LIST)

9/2/97		REMINDER-Employee of Season
--------	--	-----------------------------



# Memorandum

TO: Mayor, City Council

FROM: Tom Weldon, City Manager *Tom*

DATE: August 7, 1997



Issue: Financing Wastewater System Improvements

Synopsis: Council needs to decide how to finance our \$13.1 million Wastewater Systems Improvements project. You have 3 choices to choose from: users fees, system development charges and property taxes.

Recommendation: Choose the combination of a \$5.76 monthly rate increase for single family residences and a \$1,910 increase in Wastewater System Development Charges for a single family residence - as shown in the 2 attached Resolutions. This is the combination of increases you have previously tentatively selected.

Rationale: These rate increases reasonably balance the costs of this project between the current users and future residents and businesses.

Background:

1) We now have an offer from D.E.Q. for State Revolving Fund financing of \$8 million. We are discussing with D.E.Q. how to increase this amount as well as looking at low interest rate funding options from other government agencies. We expect to have a final financing package put together and ready for approval after the election but before our M.A.O. financing package deadline of December 1st.

2) There are several important and costly variables that we can only guess at in this large and long project. Those include what will our financing cost actually be, what will the actual project costs be and what grants might we receive to help offset these project costs. Any of these could affect our final project cost by hundreds of thousands of dollars. System operating costs, changes and growth in the community will also affect costs and how these costs are spread. All of these will affect if and when and how much the rate structure might need to change. Consequently, these rates are subject to and will probably need to be changed at some future date.



3) We need to adopt new rates at this Council meeting so the voters will know how much this project will cost the various groups of payers.

-eom-

**RESOLUTION NO. 97-R-619**

**A RESOLUTION REVISING THE WASTEWATER SYSTEMS DEVELOPMENT CHARGES AND REPEALING RESOLUTION NO. 91-R-519.**

**WHEREAS, the City of Brookings has adopted Ordinance No. 91-O-477, providing for Systems Development Charges; and**

**WHEREAS, Section 4 of Ordinance No. 91-O-477 provides for the establishment and revision of Systems Development Charges by resolution of the Council; and**

**WHEREAS, the City of Brookings has received a report on Systems Development Charges dated July, 1991 from HGE and a Wastewater Rate and System Development Charge Study dated March 12, 1997 from Brown and Caldwell; and**

**WHEREAS, the City of Brookings, at a public meeting on May 27, 1997 heard a presentation from Brown and Caldwell and received a Wastewater Rate and System Development Charge Study from Brown and Caldwell dated May 27, 1997, which said study contained a number of tables showing an allocation of wastewater improvement project costs between current and future customers; and**

**WHEREAS, the City received a June 2, 1997 letter from Brown and Caldwell which explained the allocation of costs between current and future users, and a June 5, 1997 letter from Brown and Caldwell which set forth several alternatives for proposed water rates and Systems Development Charges using the methodology previously presented to the City; and**

**WHEREAS, the City has received memorandums dated July 11, 1997 and July 17, 1997 from the City Manager showing proposed System Development Charges for study and consideration, based**



upon the methodology from the reports previously presented to the City; and

WHEREAS, the methodology set forth in the aforementioned reports and letters is incorporated herein by this reference and is the basis for revisions to the City's Wastewater Systems Development Charges; and

WHEREAS, the aforementioned letters, reports and methodology have been available at least 30 days prior to enactment of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Brookings City Council hereby revises the Wastewater Systems Development charges in accordance with Exhibit "A", attached hereto and incorporated herein by this reference.

BE IT FURTHER RESOLVED that this resolution shall become effective November 1, 1997 at which time Resolution No. 91-R-519 shall be repealed without further action by the Council.

Passed by the Council and signed by the Mayor this 11th day of August, 1997.

---

Nancy Brendlinger  
Mayor

Attest:

---

Beverly S. Adams  
Finance Director/Recorder

Development Type	Wastewater System	Water System	Transportation	Storm Drainage	Parks and Recreation	Total SDC's Charge
Single Family Unit	\$3,288	\$ 776	\$ 258	\$ 88	\$ 57	\$ 4,467
Multiple Family Unit	\$2,646	\$ 621	\$ 258	\$ 88	\$ 57	\$3,670
Restaurant Public Restrooms Less than 25 Seats	\$9,000	\$3,104	\$ 258	\$ 88	\$ 0	\$12,450
Restaurant Public Restrooms Between 25 and 50 Seats	\$11,250	\$3,880	\$ 258	\$ 88	\$ 0	\$15,476
Office/Small Commercial 1 Private Restroom Public Restrooms	\$6,750	\$2,328	\$ 258	\$ 88	\$ 0	\$9,424
Large Commercial/Industrial (1" or Larger Water Meter)	Determined on a Case by Case Basis					

1. Restaurant and Commercial example charges based on 10,000 square feet of development area.



**RESOLUTION NO. 97-R-620**

**A RESOLUTION ADOPTING RATES, FEES AND CHARGES TO THE USERS OF THE CITY OF BROOKINGS SEWER SERVICES; AND REPEALING RESOLUTION NO. 91-R-517.**

**WHEREAS, Ordinance No. 91-O-477 provides for adoption of rates, fees and charges to the users of the City of Brookings sewer services; and**

**WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the sewer system and sewer service;**

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brookings, Oregon, a municipal corporation, that the following rates, fees and charges be hereby adopted, effective November 1, 1997:**

<b>Construction Fee:</b>	<b>Determined by records of the City Clerk and Recorder</b>
--------------------------	---

<b>Sewer Service Account Fee:</b>	<b>\$10.00 nonrefundable</b>
-----------------------------------	------------------------------

<b>Service deposit - for tenant:</b>	<b>Included with water deposit</b>
<b>for owner:</b>	<b>Included with water deposit</b>

**Monthly user charges for:**

<b>Single family residential:</b>	<b>\$25.30</b>
-----------------------------------	----------------

<b>Multi-family residential:</b>	<b>\$20.24</b>
----------------------------------	----------------

<b>Restaurants:</b>	<b>\$ 8.78 monthly service charge</b>
<b>plus</b>	<b>\$ 2.74/ccf of water use</b>

<b>Commercial:</b>	<b>\$ 8.78 monthly service charge</b>
--------------------	---------------------------------------

	plus	\$ 2.14/ccf of water use
Churches:		\$ 8.78 monthly service charge
	plus	\$ 1.04/ccf of water use
Schools		\$ 8.78 monthly service charge
	plus	\$ 1.37/ccf of water use
Industrial		\$ 8.78 monthly service charge
	plus	\$ 3.21/ccf of water use
Harbor Sanitary District		\$1,118 monthly service charge
	plus	\$ 2.23/ccf of sewer use
Late payment charge for accounts over 30 days late:		\$25.00
Returned check charge:		\$25.00
Systems development charge:		As established by Ordinance No. 91-O-477 and Resolution No. 97- R-619

Residential users shall be comprised of all single-family residences as the term "residence" is defined in Ordinance No. 88-O-430, including mobile homes and recreation vehicles utilized as permanent residences for periods longer than thirty (30) days.

"Multiple family dwelling unit" shall be as defined in Ordinance No. 88-O-430.

Recreational vehicle parks, as defined in Ordinance No. 88-O-430, shall in all instances be classified as commercial units for rate purposes.



**PASSED** by the council and signed by the mayor this \_\_\_\_ day  
of \_\_\_\_\_, 1997.

---

**Nancy Brendlinger**  
**Mayor**

**ATTEST:**

---

**Beverly S. Adams**  
**Finance Director/Recorder**

S  
R  
I

SHELTER RESOURCES INC.

REAL ESTATE DEVELOPMENT & SYNDICATION

The Commons Building  
1200 17th Avenue NE, Suite C-130  
Bellevue, Washington 98004  
(206) 484-0700  
FAX: (206) 484-0706

July 28, 1997

Mr. Tom Weldon, City Manager  
City of Brookings  
898 Elk Drive  
Brookings, Or. 97415

RE: August 11th City Council Meeting

Dear Mr. Weldon:

We would like to request some time on the agenda of the August 11th City Council meeting. We are hoping to develop and build an affordable apartment complex on the site directly across from Azalea Park at the corner of Old County Road and Lundeen. It is zoned for multi-family use and has access to all City utilities. We would very much appreciate an official Resolution of Support from the City, and such other assistance as it may see fit to give.

We have been developing affordable housing throughout the Northwest for over 15 years now, and have 46 projects, 14 of which are in Oregon. We have a long track record of developing higher-end, attractive yet affordable housing that is well-managed and well-maintained, and an asset to the communities in which they are located. Our co-general partner and construction manager, William P. Lovelace of Grants Pass, is very well respected throughout the housing industry in the State. We have enclosed a notebook that contains pictures of some of our projects, together with a resume, project list and references.

You know, a great number of people in our society today work very hard indeed without making a whole lot of money. This is true in any community, but perhaps even more pronounced in communities where tourism plays a part in the economy. It can be difficult to further develop the tourist industry if there is no decent housing available to its workers. There are dozens of other jobs, too, such as bank tellers, teachers' aides, store clerks, some office workers, even beginning City employees, who can experience a tough time finding a decent place to live at a price they can afford to pay.



Financing for such development has become increasingly competitive, with communities all over the State experiencing an increasingly acute need to address the problem. There are a number of financing programs administered by Oregon Housing and Community Services (OHCS). We submitted our proposal for Azalea Reach, the complex we hope to build in Brookings, to OHCS in the Spring funding cycle (they accept applications twice a year) and missed winning the financing by just a couple of points.

One of the things that earns those coveted points (0 to 20) are indications of support from the community. This can take the form of letters, a resolution of support from the City Council, and/or some form of financial support such as donated funds from a closed-out grant, a full or partial deferral of systems development charges, local General Revenue dollars, a waiver of the plan check fee, City help with widening a street, or anything else along those lines. We fully recognize that this is becoming difficult in light of the effect of Measures 5 and 47, but many communities across the State have found a creative way of some sort to indicate to the State that affordable housing is at the very top of their priority list.

We would like to request, at a minimum, a resolution of support from the City, such letters as the individual City Councilors, in their daily lives, might be able to send, and any financial assistance the City might be in a position to provide. It is important that we be able to address the August 11th meeting because applications for the Fall funding cycle are due in to Oregon Housing & Community Services on August 29th.

Our thanks for your consideration.

Sincerely,

Laura Coomes  
Sr. Vice President



# Memorandum



**TO:** Mayor, City Council  
**FROM:** Bev Adams, Finance Director/Recorder *BA*  
**DATE:** August 7, 1997  
**RE:** Computer Maintenance Services

**Issue:** Bids received and staff recommendation for computer maintenance services

**Synopsis** Three bids were received for computer maintenance services:

Tsunami Computer Services - \$300/month, includes 8 hours service  
Each additional hour of service @ \$45/hour

BECCO, Inc. - \$250/month, includes 8 hours service  
Each additional hour of service @ \$50/hour

Amazing Computers - \$320/month, includes 8 hours service  
Each additional hour of service @ \$40/hour

We anticipate needing approximately 20 hours per month of service;  
based on the bids received, the monthly charge for that 20 hours per  
month will be as follows:

Tsunami Computers	\$840
BECCO, Inc.	\$850
Amazing Computers	\$800

## **Recommendation**

Based on these bids, and past experience with Amazing Computers' Jeff Martin, Staff recommends that Amazing Computers receive the City's computer maintenance services contract.



## Background

To award a service contract is a difficult choice in that service is such a subjective issue, and the dollar amount should be the secondary consideration. The City is fortunate in this situation because the lowest bidder has also done work previously for the City and is therefore not an unknown. Jeff Martin previously worked for BECCO, Inc., and spent many hours working on the City's computer system. He is familiar with our system, the employees have made favorable comments about his work and helpfulness, and I am confident we will continue our good working relationship.

## Attachments

Bids documents

Computer maintenance service contract information

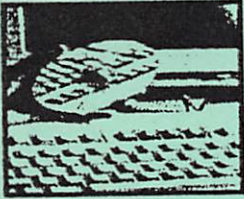


TSUNAMI COMPUTER SERVICES

434 REDWOOD AVE.

P.O. Box 207

BROOKINGS, OR 97415



Attention: Beverly S. Adams  
8-15-97

Regarding Computer maintenance contract. Thank you for considering Tsunami Computer as a potential maintenance and consultant vender. After reviewing your needs and requirements of service, we feel that Tsunami can be of service to the City of Brookings and would be very happy to do so. The following is an outline of our bid of service.

Tsunami can contract for 8 hours a month at \$300.00 and any hours over the first 8 would be at \$45.00 an hour.

If you have any questions or would like more information. Feel free to call and I would be glad to answer all your questions. Thank you

Sincerely

Owner/Manager

PHONE: (541) 412-0100

FAX: (541) 469-7480

TSUNAMI@WAVE.NET





# BECCO, Inc.

COMPUTER, Division  
607 RAILROAD STREET  
P.O. BOX 1220, BROOKINGS, OREGON 97415

(541) 469-2113  
1-800-228-3198  
Fax: (541) 469-6397  
E-mail becco@mail.coos.or.us

August 5, 1997

Beverly S. Adams  
Finance Director/Recorder  
City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Re: Computer Maintenance Service

Bev:

Please accept this Proposal for computer maintenance services.

Becco, Inc. will provide computer maintenance services consisting of labor to accomplish normal maintenance of computer hardware and software installed or to be installed in the city offices, labor to maintain the network hardware and infrastructure, network operating system, network and stand alone programs, and any other task deemed necessary to keep the city's computer system working efficiently.

Becco, Inc. will provide these services on a retainer/per hour basis as follows. Becco, Inc. will provide up to eight (8) hours of labor per month for \$250.00 per month as the retainer portion of this proposal. If additional labor is deemed necessary the city may purchase such services from Becco, Inc. at a rate of \$50.00 per hour or in prepaid blocks of 10 hours for \$450.00.

Becco, Inc. is a locally owned and operated company with 3 full time computer consultants with over 25 years of combined experience in personal computers and network systems. Becco, Inc. was stated in 1957 here in Brookings as Curry County Communications and incorporated in 1972 as Brookings Engineering Consulting Corporation (BECCO, Inc.). Becco, Inc. is located at 607 Railroad Street in Brookings, Oregon. Becco, Inc. refers you to the following references:

Musser & Associates  
Brookings, OR  
Lee Musser 541-469-7448

Brookings-Harbor School District 17C  
Brookings, OR  
Darrold Powell 541-469-2108  
Jim Baggett 541-469-2108

Sutter Coast Hospital  
Crescent City, CA  
Gordon Bigham Business Services 707-464-8896

Reservation Ranch  
Smith River, CA  
Loren Metcalf Controller 707-487-3516

Thank you, for your consideration of this proposal. Becco, Inc. looks forward to continuing to provide the City of Brookings with quality computer services.

Sincerely yours,

Lee Garvin, Pres  
Becco, Inc.



# Amazing Computers

94213 Gauntlett • PO Box 703 • Gold Beach OR 97444

Voice: (541)247-5222 • Fax: (541)247-0179

Internet E-mail: [amazing@mail.coos.or.us](mailto:amazing@mail.coos.or.us)

Specializing in small office  
networking and home  
business solutions

Service • Sales  
Maintenance

Attn: Beverly S. Adams, Finance Director/Recorder  
City of Brookings  
898 Elk Drive  
BROOKINGS OR 97415-9699  
|||||

August 4, 1997

Beverly:

In response to the public notice published by the City of Brookings soliciting bids for computer maintenance services for the City of Brookings, Amazing Computers would like to enter this proposal for computer maintenance services. In addition to the benefits provided in our Optimum Annual Service Agreement Offering, we would like to make the following enhancements:

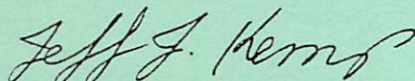
Amazing Computers will offer the City of Brookings PRE-PAID hardware at cost. This can save the city THOUSANDS of dollars on hardware upgrades. Several of the distributors that Amazing Computers purchases from will except joint purchase orders (purchase order showing Amazing Computers and the client as the purchaser), others except credit cards, etc. Of course, Amazing Computers must perform all work related to setup and/or installation of products purchased from Amazing Computers at cost.

Jeffrey Martin, Amazing computers sales associate/service technician, is very knowledgeable in PC hardware software, specializing in small office networking (less than 100 users). On the file server side of PC's, Jeff has many years of hands on experience with Novell NetWare/IntranetWare, Windows NT Server, SCO Unix, and many peer to peer local area network platforms (NetWare Lite, LANTASTIC, Microsoft peer to peer networking services (like in used for Windows for Workgroups and Windows '95), etc. On the workstation side of PC's, Jeff is very familiar with Windows '95, DOS and Windows (including Windows for Workgroups), and Windows NT Workstation. We submit our proposal for service based on Jeffrey Martin as the contact person who will be responsible for meeting the City of Brookings service/maintenance needs. Further, should our proposal for service be excepted, we understand that a service agreement between Amazing Computers and the City of Brookings would be based on Jeffrey Martin remaining in our employ, and should he leave the employ of Amazing Computers, the city has the right to terminate the service agreement with Amazing Computers.

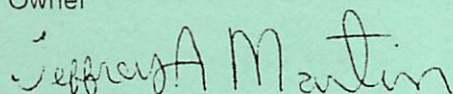
Usually we refer to our offerings as "Annual Service Agreements". However, for the City of Brookings, we will re-word our contract to suite the city's needs. If the city prefer's a Monthly Service Agreement with a one year contract, or some other agreement in similar context, we will be delighted to work with the city in setting it up.

We are very confident that the city would find our response time very satisfactory, and our attitude towards providing training, no matter how menial or redundant it might appear to Amazing Computers, very positive.

Thank you for the opportunity to offer our proposal for services to the City of Brookings,



Jeff J. Kemp  
Owner



Jeffrey A. Martin  
Sales Associate/Service Technician



# Amazing Computers

94213 Gauntlett • PO Box 703 • Gold Beach OR 97444

Voice: (541)247-5222 • Fax: (541)247-0179

Internet E-mail: [amazing@mail.coos.or.us](mailto:amazing@mail.coos.or.us)

Specializing in small office  
networking and home  
business solutions

Service • Sales  
Maintenance

## Annual Service Agreement Offerings

Amazing Computers offers two competitively priced annual service agreements. Of course both agreements require a one year contract. Billing for the annual service agreement is done in twelve monthly installments. The hours of service included in the purchase price of the annual service agreement is distributed equally throughout the twelve months. For more detailed billing information please see footnote <sup>1</sup>. Excluding most major cabling projects, Amazing Computers service agreements cover all computer services offered by Amazing Computers. For more detailed cabling information please see footnote <sup>2</sup>. Below is more specific information, including pricing, for each plan:

**Basic Plan:** The Basic Plan is \$2400.00 per year (\$200.00/mo.) and includes 48 hours of service per year (four hours of service each month). Should the customer require additional hours to complete that months needed service(s), the additional hours will be billed at the end of that months billing cycle. The additional hours will be billed at \$50.00/hour.

→ **Optimum Plan:** The Optimum Plan is \$3840.00 per year (\$320.00/mo.) and includes 96 hours of service per year (eight hours of service each month). Should the customer require additional hours to complete that months service(s), the additional hours will be billed at the end of that months billing cycle. The additional hours will be billed at \$40.00/hour.

The customer and Amazing Computers agrees upon a day of the month for Amazing Computers to be in the customers office to perform service. This will be a day such as the second Tuesday of every month or a date such as the 15<sup>th</sup> of the month, or whatever best integrates into the clients and Amazing Computers schedules. As mentioned in the above outlines, should the volume of work to be performed exceed the allotted hours, then Amazing Computers will bill the additional hours at the end of that months billing cycle. All material costs are due upon delivery, unless other arrangements have been made. Should a customer have multiple locations, Amazing computers does not directly bill for travel time from one location of a clients to another during the course of a job, but we do bill a milage charge that is designed to maintain our service rate and cover our vehicular operating expenses during travel.

<sup>1</sup> Payment for each months installment is due at the beginning of that months billing cycle. In other words, if your service agreement runs from April 10, 1997 though April 9, 1998, then your billing cycle will start on the 10<sup>th</sup> of each month, with your first installment due on April 10, 1997.

<sup>2</sup> Our general rule of thumb is: jumpers, cables just laid along the floor, a cable pushed straight through a wall here and there, we cover in our service agreements. Crawling around in basements, attics, foundation crawl spaces, etc., WE DO NOT include in our service agreements. Please check with your sales associate for more specific information on cabling.



**City of Brookings**  
**Computer Maintenance Service Contract Information**  
**July 1997**

---

**About the computer system:**

The City of Brookings currently is using a Novell network system. The main programs used are: Corel Wordperfect Suite, DayTimer, Calendar Creator Plus, Kenrick (fund accounting), MAS 90 (payroll), FAME (fund accounting), and U2 (utility billing).

There are approximately 15 users on the network system. The computer system is located in the city hall building (business office and police department). There are 4 - 6 printers attached to the system, and currently 2 modems in use to provide Internet access. We are in the process of adding another modem line for one more Internet access line.

**Short term plans for the system:**

A preliminary assessment of the system has identified several areas that need to be upgraded or replaced before we can install Windows NT or Windows 95. For this fiscal year, our goal is to upgrade the system so that the new windows can be installed as well as Microsoft Office. We also need a good mail service program, FAX application program (send & receive), and begin to look for an accounting program that will handle utility billing, payroll, general ledger, accounts payables, accounts receivable in one package.

**What is expected from a computer maintenance service:**

We need someone who is knowledgeable about computer hardware and software programs on the market and who will act as a consultant in suggesting possible upgrades to keep the system current and working at maximum capacity.

Service shall be from one primary contact/service person; with the exception of vacation, sickness, or death, or if that person is no longer available, the contract may expire at the end of the month and services will be put out to bid, at the City's option.

The response time expected is that contact be made within two hours of a call, either in person or phone. For emergencies, response time will be one hour.

The contract will be strictly for time for services; not covering failure of hardware or software. Payment will be for services to upgrade, consultation, and provide general upkeep of the city's computer system.

The contract will be revocable at any time if the response time and service is not satisfactory.

As we do not employ on staff a computer programmer or technician, our expectations are for the consultant to be available for whatever problems may arise, as well as to spend time with employees for "training" or whatever the need may be.

The City prefers payment for the above services to be a base monthly service amount which includes a minimum amount of hours in that rate. Any additional hours needed may be paid at a set rate. Both the base monthly rate and hourly rate will be determined by the bid process. However, any plan similar to this payment plan will be considered.

+++++



# Memorandum

**TO:** Mayor, City Council  
**FROM:** Leo Lightle, Community Development Director  
**THROUGH:** Tom Weldon, City Manager  
**DATE:** August 6, 1997



**Issue:** Adoption of the Wastewater Facilities Plan Amendment dated January 13, 1997.

**Synopsis:** The second draft of the Wastewater Facilities Plan Amendment dated January 13, 1997 defined the recommended plan for expansion of your wastewater treatment system. That draft has been reviewed by the Department of Environmental Quality (DEQ) who required only minor revisions. Rather than reissue the entire document, an addendum has been prepared for insertion into the January 13, 1997 draft.

With the inclusion of this addendum, the January 13, 1997 Amendment shall be considered the final draft. The Addendum will be stapled to the inside of the front cover of all copies of the January 13, 1997 Amendment. In the event additional copies of the Amendment are made, this Addendum shall also be included.

It should be noted that after months of review and supplying of back-up material the revisions were two single sided pages.

**Recommendation:** The City Council adopt the Wastewater Facilities Plan Amendment dated January 13, 1997 with the insertion of the two page addendum.

**Rationale:** The Wastewater Facilities Plan Amendment has gone through the review process and is ready for adoption.

**Background:** DEQ has been reviewing the Brookings Facilities Plan and has commented about three areas that should include additional information. The additional information is covered in a two page addendum.

Table 8A. Revised Anticipated Future Discharge Permit

Parameter	Average effluent concentration		Monthly average ppd	Weekly average ppd	Daily average ppd
	Monthly	Weekly			
November 1 - April 30					
BOD	25	25	730	1.100	2.000
TSS	25	25	730	1.100	2.000
May 1 - October 31					
BOD	15	20	260	400	570
TSS	15	20	260	400	570

Other parameters:

1. pH shall be within the range of 6 to 9.
2. BOD and TSS removal efficiency shall not be less than 85 percent monthly average except when influent BOD and/or TSS concentrations are less than 100 mg/L monthly average for that parameter during November 1 through April 30. During this period the removal efficiency shall be 70 percent following determination that all cost effective I/I has been removed.
3. November 1 - April 30 mass limits based on a design 2 year storm maximum month of 3.5 mgd, maximum week of 5.5 mgd, maximum day of 9.4 mgd.  
May 1 - October 31 limits based on a design 2 year storm maximum month of 2.1 mgd, maximum week of 2.4 mgd, and maximum day of 2.73 mgd.



### Brookings Wastewater Pump Station Summary

Name	Location	Type	Number of pumps	Pump characteristics			Wetwell condition	Receiving SS condition	Air compressors	Standby generator	Bypasses
				Motor horsepower	Flow, gpm	Head, feet					
PS 1	Harris Beach St. Pk.	submersible	2	88	500	190	good	good	yes	yes	yes
PS 2	Pacific Height Drive	submersible	2	5	90	39	good	good	yes	no	no
PS 3	Shorewood Terrace	submersible	2	7.5	90	55	good	good	yes	no	no
PS 4	Parkspur	submersible	2	25	200	118	good	good	yes-out service	no	yes
PS 5	West Ocean Drive	submersible	2	7.5	90	60	good	good	yes	no	no
Cove	Wharf Street	submersible	2	2.2	150	16	good	good	no	no	no
Buena Vista	Buena Vista Loop	Self prime	2	15	500	54	good	good	yes	yes	yes
Beach	Beach Avenue	Self prime	2	15	100	110	good	good	yes	no	yes
Mill Beach	Mill Beach Road	VTSH	2	50	500	24	good	fair	yes	yes	yes
MacLyn Cove	MacLyn Cove Drive	Self prime	2	15	100	102	good	good	yes	yes	no
Sea Cliff	Sea Cliff Lane	Self prime	2	10	100	85	good	good	yes	no	no
Alsap	Constitution Way	Submersible	2	10	125	80	good	good	yes	no	overflow to storage

# Memorandum

TO: Mayor, City Council

FROM: Leo Lightle, Community Development Director

THROUGH: Tom Weldon, City Manager

DATE: August 7, 1997



Issue: Bid Award for Stout Park Project

Synopsis: Bids were opened at 2:00 P.M. on August 7, 1997. Freeman Rock Enterprises submitted the only bid. Their bid of \$127,070 is under the engineer's estimate of \$145,540. Individual bid items were tabulated and the total verified.

Recommendation: The City Council award the bid for the Stout Park Project to Freeman Rock Enterprises in the amount of \$127,070.



# Memorandum

**TO:** Mayor, City Council  
**FROM:** Leo Lightle, Community Development Director  
**THROUGH:** Tom Weldon, City Manager  
**DATE:** August 6, 1997



Issue: Awarding of bid on the Re-roofing of the Water Treatment Plant.

Synopsis: The City Council authorized the calling for bids on the re-roofing of the Water Treatment Plant.

Bid opening will be at 2 P.M. on August 8, 1997. Bids will be reviewed and staff will present the results of that bid opening and recommendations at the Council meeting.

**PUBLIC SAFETY INFORMATION MANAGEMENT ADVISORY TEAM**  
**Meeting - July 30, 1997 9:00 a.m./Brookings City Hall**

**PRESENT:**

Andrea Stone	Ann Jackson	Holly McDonald
Jack McDonald	Mark Coltrane	Mark Metcalf
Cam Lynn	Rhonda Metcalf	

#####

1. Executive Summary
  - Chief McDonald presented to the Brookings City Council on 7/28/97
  - Chief Coltrane was not on the agenda for this week
  - Lt. Metcalf did not present anything at Commissioner's Meeting on Monday 7/28/97 as it was consent calendar only
2. Format of Evaluation form/packet
  - a. Table of Contents
  - b. System information sheet
  - c. One question per page; to include the following elements
    - Heading
    - Vendor
    - User
    - Date of visit
    - Evaluation team
    - Agency representative
    - Question ☐ Yes ☐ No
    - each question will be numbered
    - Sub-elements ☐ Yes ☐ No
    - Comment section after each element
    - Attachments ☐ Yes ☐ No
    - Pages will be numbered
    - A blank sheet at the back of each packet for additional questions/information, etc.
3. Timeline
  - a. Needs to be more "user friendly"
    - will work on some other formats for a more "readable" finished product
  - b. Some dates were amended/added
    - Finalize evaluation Criteria format 8/6/97
    - Contact/visit AIRS by 8/20/97
      - Andrea Stone will contact AIRS staff for available dates
    - Make visits 9/15/97 - 10/24/97
    - Share and evaluate data 10/24/97 - 11/21/97
    - Transition plan 11/21/97 - 12/19/97
    - Price Quotes 1/1/98 - 1/31/97



4. AIRS visit
  - a. What do we want to learn from AIRS during visit
    - P.C. based migration process
    - what are the hardware requirements
    - will AS400 support AIRS now /in the future
    - what is the absolute capacity/capability of the system
    - what are the future upgrade plans
    - discuss/evaluate the "weakness" list with the AIRS staff
  - b. Each team member will work on draft list of questions for AIRS visit
  - c. Coordinate visit with Lane County S.O. and/or Eugene P.D. on the same day as the AIRS visit

**PUBLIC SAFETY INFORMATION MANAGEMENT ADVISORY TEAM**  
**August 6, 1997 9:00 a.m.**  
**Brookings City Hall**

**AGENDA**

1. Finalize user evaluation packet
2. Project schedule  
-finalize timeline
3. Finalize list of questions for AIRS staff
4. Work on list of agencies for contacts/visits  
-from list provided by Andrea of all Oregon law enforcement agencies
5. Work on questionnaire for vendor contact
6. Discuss interim operational plan



**PUBLIC SAFETY INFORMATION MANAGEMENT ADVISORY TEAM  
EVALUATION PACKET**

---

**TABLE OF CONTENTS**

---

<b>SYSTEM INFORMATION SHEET.....</b>	<b>ii</b>
<b>IS THERE A SYSTEM SECURITY PROTOCOL?.....</b>	<b>1</b>
<b>ARE THERE MULTIPLE METHODS FOR SEARCHING DATA?.....</b>	<b>2</b>
<b>DOES THE SYSTEM HAVE OUCR REPORTING CAPABILITY?.....</b>	<b>3</b>
<b>IS THERE AN ACTIVE LAW ENFORCEMENT USER GROUP THAT DRIVES THE SYSTEM MANAGEMENT PROCESS? .....</b>	<b>4</b>
<b>DOES A SINGLE DATA ENTRY CREATE MORE THAN ONE RECORD.....</b>	<b>5</b>
<b>WOULD YOU RATE THE OVERALL STABILITY AND RELIABILITY OF THE SYSTEM AND/OR VENDOR AS GOOD? .....</b>	<b>6</b>
<b>IS THE RESPONSE TIME ACCEPTABLE? .....</b>	<b>7</b>
<b>WOULD YOU RATE THE QUALITY OF USER SUPPORT AS GOOD? .....</b>	<b>8</b>
<b>CAN YOU ACCESS DMV/LEDS/NCIC THROUGH THE SYSTEM? .....</b>	<b>9</b>
<b>IS THERE CAD CAPABILITY? .....</b>	<b>10</b>
<b>ARE THERE DATA ENTRY FORMATS RELATIVE TO STATE INTERFACES? .....</b>	<b>11</b>
<b>IS THERE INDIVIDUAL ACCESS TO STATEWIDE INFORMATION AVAILABLE TO ALL PERSONNEL? .....</b>	<b>12</b>
<b>IS YOUR SYSTEM PART OF AN ESTABLISHED, REGIONAL NETWORK? .....</b>	<b>13</b>
<b>IS THE SYSTEM SUPPORTING MULTIPLE USERS? (D.A, JUVENILE,ETC) .....</b>	<b>14</b>
<b>IS "DOWNTIME" GENERALLY SCHEDULED, TIMELY,COORDINATED? .....</b>	<b>15</b>
<b>IS IT EASY FOR CURRENT USERS TO LEARN THE SYSTEM? .....</b>	<b>16</b>
<b>CAN YOU EASILY RETRIEVE INFORMATION FROM THE SYSTEM IN THE FORMAT YOU DESIRE? (GOOD MIS) .....</b>	<b>17</b>
<b>CAN THE SYSTEM ADAPT OR MIGRATE TO A POTENTIAL STATEWIDE SYSTEM? .....</b>	<b>18</b>
<b>DOES THE VENDOR HAVE WORKING KNOWLEDGE OF OREGON LAWS AS IT APPLIES TO OUR APPLICATION OF THE SYSTEM? .....</b>	<b>19</b>
<b>IS THE SYSTEM CAPABLE OF ACCOMMODATING MDT'S/HAND-HELD INPUT DEVICES? .....</b>	<b>20</b>

## SYSTEM INFORMATION SHEET

1. What hardware platform is the software currently operating on?

---

---

2. What system software modules are currently in use?

---

---

3. What other applications are running on the same platform?

\_\_\_\_\_ Finance

\_\_\_\_\_ GIS/GPS

\_\_\_\_\_ Fire

\_\_\_\_\_ EMS

\_\_\_\_\_ Other

4. Why did you choose this system?

---

---

- a. What other systems did you evaluate?

---

---

- b. Findings?

---

---

- c. Would you choose this system again?

---

---



5. What was your transition plan for moving to the new system?

- a. Give a brief description of the plan.
- b. What worked?
- c. What didn't work?
- d. What would you do differently?
- e. How long did the transition take?
- f. What unexpected costs did you incur, if any?

[illegible]

6. What did you do with the data contained in your former management information system?

---

---

---

---

- a. What are the costs associated with alternative retrieval methods?**

---

VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

**I. IS THERE A SYSTEM SECURITY PROTOCOL?**

\_\_\_\_ Yes \_\_\_\_ No

a. Is there a provision for a Security Administrator?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

b. Are user passwords required?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

c. Can security access levels be customized? If so, by whom?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

d. Is there an audit capability?

\_\_\_\_ Yes \_\_\_\_ No

-by user identification

-by terminal

-by inquiry

-by date/time

\_\_\_\_\_  
\_\_\_\_\_

e. Is there a provision to prevent unauthorized external access  
to the system?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

f. Is there a method for notifying the security administrator  
of attempts?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No



VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

**2. ARE THERE MULTIPLE METHODS FOR  
SEARCHING DATA?**

\_\_\_\_ Yes \_\_\_\_ No

a. by name and DOB/alias /partial name \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

b. by date/time \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

c. by personal identification numbers \_\_\_\_ Yes \_\_\_\_ No  
OLN/phone/SID, etc.

\_\_\_\_\_  
\_\_\_\_\_

d. by address  
-of incident  
-residence

\_\_\_\_\_  
\_\_\_\_\_

e. by case number

\_\_\_\_\_  
\_\_\_\_\_

f. Is it easy to retrieve data? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No

VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

**3. DOES THE SYSTEM HAVE OUCR REPORTING  
CAPABILITY?**

\_\_\_\_ Yes \_\_\_\_ No

a. Do you currently use the system for OUCR reporting?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

b. Does it require redundant entry to accomplish OUCR reporting?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No



VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

4. IS THERE AN ACTIVE LAW ENFORCEMENT USER GROUP THAT  
DRIVES THE SYSTEM MANAGEMENT PROCESS? \_\_\_\_ Yes \_\_\_\_ No

a. Who is in the user group

\_\_\_\_\_  
\_\_\_\_\_

b. Is there a process in place for system changes/customization? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

c. Have you asked for a program change particular to your agency?  
(ie., new activity code) \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

d. Does the vendor base decisions on input from the user group? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No

VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

**5. DOES A SINGLE DATA ENTRY CREATE MORE  
THAN ONE RECORD?**

\_\_\_\_ Yes \_\_\_\_ No

- a. When the agency record is entered, what other records are generated?  
(OUCR, LEDS, NCIC, etc)

---

---

Attachments \_\_\_\_ Yes \_\_\_\_ No



VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

6. WOULD YOU RATE THE OVERALL STABILITY AND RELIABILITY  
OF THE SYSTEM AND/OR THE VENDOR AS GOOD? \_\_\_\_ Yes \_\_\_\_ No

a. How long have you been using the system

---

---

b. Have you completed an evaluation on the vendor? \_\_\_\_ Yes \_\_\_\_ No

---

---

c. What does the vendor need to do to improve the system?

---

---

---

Attachments \_\_\_\_ Yes \_\_\_\_ No

VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

**7. IS THE RESPONSE TIME ACCEPTABLE?**

\_\_\_\_ Yes \_\_\_\_ No

- a. Sub-second response time? \_\_\_\_ Yes \_\_\_\_ No
- b. 1-2 second response time? \_\_\_\_ Yes \_\_\_\_ No
- c. 3-5 second response time? \_\_\_\_ Yes \_\_\_\_ No
- d. More than 5 seconds? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_

\_\_\_\_\_

- e. Do you have applications at remote sites/sub-stations?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_

\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No



VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

**8. WOULD YOU RATE THE QUALITY OF USER  
SUPPORT AS GOOD?**

\_\_\_\_ Yes \_\_\_\_ No

a. Is initial training available?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

b. Is continual training available?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

c. Is special and/or update training available?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

d. Is there 24 hour support staff available?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

e. Is there initial set-up support?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No

VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

**9. CAN YOU ACCESS DMV/LEDS/NCIC  
THROUGH THE SYSTEM?**

\_\_\_\_ Yes \_\_\_\_ No

a. Is there real time access?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_

\_\_\_\_\_

b. Is it automatically included in the package or system?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_

\_\_\_\_\_

c. What other systems are you accessing through the system?

\_\_\_\_\_

\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No



VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

10. IS THERE CAD CAPABILITY? \_\_\_\_\_ Yes \_\_\_\_\_ No

a. Can it be customized for your agency? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

b. Is expansion available for fully automated CAD? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

c. Does it interface with enhanced 911? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_\_ Yes \_\_\_\_\_ No

VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

**11. ARE THERE DATA ENTRY FORMATS RELATIVE  
TO STATE INTERFACES?**

\_\_\_\_ Yes \_\_\_\_ No

a. Do you have standardized masks?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No



VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

12. IS THERE INDIVIDUAL ACCESS TO STATEWIDE  
INFORMATION AVAILABLE TO ALL PERSONNEL? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_\_ Yes \_\_\_\_\_ No

VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

13. IS YOUR SYSTEM PART OF AN ESTABLISHED,  
REGIONAL NETWORK?

\_\_\_\_ Yes \_\_\_\_ No

a. Identify users in the network

---

---

b. Were you initially involved in a network?

\_\_\_\_ Yes \_\_\_\_ No

---

---

c. If applicable, what problems did you encounter during transition.

---

---

Attachments \_\_\_\_ Yes \_\_\_\_ No



VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

**14. IS THE SYSTEM SUPPORTING MULTIPLE USERS?**

(I.E., D.A., JUVENILE, ETC)

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No

VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

15. IS "DOWNTIME" GENERALLY SCHEDULED,  
TIMELY, COORDINATED?

\_\_\_\_ Yes \_\_\_\_ No

a. What has been your downtime experience with the system during the last 12 months?

---

---

b. What are the scheduled maintenance requirements?

---

---

c. Who performs the systems maintenance?

1. Vendor?

2. User? (Is training required?)

---

---

d. Does the system have built in back-up?

\_\_\_\_ Yes \_\_\_\_ No

1. Does the system produce daily, secure backups?

\_\_\_\_ Yes \_\_\_\_ No

---

---

e. Is additional hardware needed to make system redundant?

\_\_\_\_ Yes \_\_\_\_ No

---

---

Attachments \_\_\_\_ Yes \_\_\_\_ No

VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

16. IS IT EASY FOR CURRENT USERS TO LEARN  
THE SYSTEM?

\_\_\_\_ Yes \_\_\_\_ No

a. How long does it take to learn the system?

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No



VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

**17. CAN YOU EASILY RETRIEVE INFORMATION FROM THE  
SYSTEM IN THE FORMAT YOU DESIRE? (GOOD MIS)**

\_\_\_\_ Yes \_\_\_\_ No

- a. Is additional training required to retrieve information in the  
desired format?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_

\_\_\_\_\_

- b. Is additional software required to retrieve information in the  
desired format?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_

\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No

VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

18. CAN THE SYSTEM ADAPT OR MIGRATE TO A  
POTENTIAL STATEWIDE SYSTEM?

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No

VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

19. DOES THE VENDOR HAVE WORKING KNOWLEDGE OF  
OREGON LAW AS IT APPLIES TO OUR APPLICATION OF  
THE SYSTEM? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_\_ Yes \_\_\_\_\_ No



VENDOR: \_\_\_\_\_ USER: \_\_\_\_\_

AGENCY REPRESENTATIVE: \_\_\_\_\_

EVALUATION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

#####

**20. IS THE SYSTEM CAPABLE OF ACCOMMODATING  
MDT'S/HAND-HELD INPUT DEVICES?**

\_\_\_\_ Yes \_\_\_\_ No

a. Are MDT's/hand-held devices being used with the system now/ \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_ Yes \_\_\_\_ No

**To:** Tom Weldon, City Manager  
**From:** Jack McDonald, Chief of Police  
**Subject:** E 9-1-1 Authorization - Interim Report  
**Date:** August 7, 1997

# MEMORANDUM

## I. Background

On November 13, 1995 our Enhanced 9-1-1 Service Plan was submitted to the State of Oregon Office of Emergency Management (OEM) for their review and approval.

Following our final inspection by OEM staff on July 24-25, 1997 we have been granted approval to proceed with our E 9-1-1 plan allowing for two PSAP's in Curry County. A copy of that authorizing letter is attached for your consideration. This is the last procedural step in the preliminary planning process and we will begin final planning for actual implementation of the project shortly.

Our strategy for this stage of development will be focused within the following framework:

- ▶ Phase I - Planning for Project Implementation
- ▶ Phase II - Facility Modification
- ▶ Phase III - Staff Training
- ▶ Phase IV - Equipment Acquisition and Final Program Implementation

## II. Action Plan

With approval by the State of Oregon, we are now prepared to move forward and implement our Enhanced 9-1-1 Program. Phase I - Formalized Implementation Planning - will begin shortly by the end of August, 1997.



# Oregon

DEPARTMENT OF  
STATE POLICE

OREGON EMERGENCY  
MANAGEMENT

August 1, 1997

Lt. Mark Metcalf  
Curry County Sheriff's Office  
County Courthouse  
Gold Beach, OR 97444

Chief Jack McDonald  
Brookings Police Dept.  
898 Elk Dr.  
Brookings, OR 974115

Dear Lt. Metcalf and Chief McDonald:

Thanks to everyone who contributed to a most useful visit to your county regarding enhanced 9-1-1 services. I am pleased to inform you that your final plan for enhanced 9-1-1 services is approved with qualification.

The qualifications are specifically intended to allow the two PSAPs and their serving utility (GTE) to bring closure regarding cost associated with facility modification and local Customer Premises Equipment (CPE). These two items are closely coupled since the proposed CPE will have some unique electrical and space requirements. I see no useful reason to delay this project while these matters are brought to closure.

With the intention to provision two PSAPs within Curry County with no selective routing, the following amounts are approved:

NONRECURRING  
\$45,606.08

RECURRING  
\$2,807.37

These amounts are for local MSAG build and maintenance and network charges identified within the plan.

We will work closely with the PSAPs and GTE to ascertain the remaining issues identified above.

John A. Kitzhaber  
Governor



595 Cottage Street NE  
Salem, OR 97310  
(503) 378-2911  
FAX (503) 588-1378  
TTY (503) 373-7857  
oemd@oem.state.or.us

9-1-1 Saves . . . .

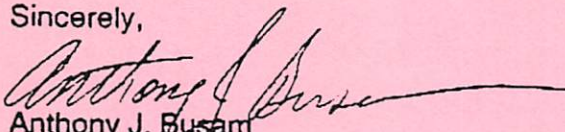


05 01 97 09:43 0555 1575 ORE EMERG MGT 002 002

Lt. Mark Metcalf  
Chief Jack McDonald  
August 1, 1997  
Page 2

Congratulations on reaching this milestone of public safety in Oregon. You may each be proud of the role you have, and will continue to, play in protecting life and property within Oregon. Should you have any questions regarding this process please contact me here in the office at (503) 378-2911 ext. 244.

Sincerely,

  
Anthony J. Busam  
Enhanced 9-1-1 Program Coordinator  
Technology and Response Services

AJB:bb

cc: Jeri Allemand  
Bob Connell



**CITY OF BROOKINGS**  
**COUNCIL MEETING MINUTES**  
**Brookings City Hall Council Chambers**  
**898 Elk Drive, Brookings, Oregon**  
**June 23, 1997**  
**7:00 p.m.**

**I.           CALL TO ORDER**

Mayor Brendlinger called the meeting to order at 7:01 p.m.

**II.           PLEDGE OF ALLEGIANCE**

**III.          ROLL CALL**

Council Present: Mayor Nancy Brendlinger, Councilors Larry Curry, Julie Cartwright, Dave Ham, Ex-Officio Kevin Blank

Absent: Councilor Bob Hagbom

Staff Present: City Manager Tom Weldon; Finance Director/Recorder Bev Adams, Community Development Director Leo Lightle; City Planner John Bischoff

Media Present: Martin Kelly, KCRE; Chuck Hayward, Curry Coastal Pilot

**IV.          CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**

**A.          Americanism Proclamation**

Mayor Brendlinger read the proclamation declaring the week of June 8 through June 14, 1997 as "Supreme Emblem Club". A couple of the Emblem Club members were present to accept the proclamation.

**B.          Rotary Club Week in Brookings-Harbor Proclamation**

Mayor Brendlinger read a proclamation declaring the week of June 29 through July 5, 1997 "Rotary Club Week in Brookings-Harbor" to celebrate the 50th anniversary of the Brookings-Harbor Rotary Club. Rotary Club member Les Cohen was present to accept the proclamation.



**V.**

**PUBLIC HEARINGS**

- A. APP-2-97 - An appeal of conditions of approval for M3-7-97, John Zia applicant

Mayor Brendlinger opened the public hearing at 7:08 p.m. City Planner John Bischoff presented the information on the appeal for a Minor Partition and the Conditions of Approval. Following Council discussion, the developer of this project spoke to the Council and public explaining that he is requesting the Council waive the requirements for curb, gutters and sidewalk in lieu of his offer to widen the road and install the storm drains and gutters as needed for safety purposes. Planning Commissioner Marv Lindsey spoke in opposition to the waiver of the DIA, offering to the Council that if the developer, John Zia, is required to complete the curb, gutter, and street, that he will also complete the same improvements on his property adjacent to the development site.

Public hearing was closed at 7:53 p.m. Council then began deliberations and questioned Staff members regarding the development.

Motion made by Councilor Ham to deny the appeal for the City to be responsible for the storm drainage as this was a pre-existing condition; and for the applicant to complete the curb, gutters and sidewalks, seconded by Councilor Cartwright; motion carried unanimously.

**VI.**

**SCHEDULED PUBLIC APPEARANCES**

None

**VII.**

**ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**

Ruth Roberts requested that she be given an explanation why she was not allowed to prepare her "financial statements" on a computer. She also asked why her personal belongings were "boxed up" when she returned to work.

**VIII.**

**STAFF REPORTS**

- A. City Manager

1. Wastewater System Improvements Financing Plan

The City Manager reported that this item was placed on the agenda to give the Council and the public the opportunity to discuss options regarding this issue and he had not heard any feedback from the public regarding the Council action taken on this item at the last Council meeting.



2. Liquor license renewals

Motion made by Councilor Curry to approve the liquor license renewal for Rubios Restaurant; seconded by Council Ham; motion passed unanimously.

B. Finance

1. Response to Council on Audit letter recommendations

Finance Director/Recorder Bev Adams reported in a memo to the Council on the 1995/96 Auditor recommendations and what staff has planned to implement the suggested changes. No action was taken.

2. Council approval for exemption from competitive bidding for the replacement of the City's computer file server under ORS 279.011 (h)

Motion made by Councilor Ham to approve the purchase of a file server under ORS 279.011(h) as exempt from competitive bidding and directed staff to prepare a resolution for the next meeting; seconded by Councilor Curry; motion carried unanimously.

C. Community Development

1. Motion made by Councilor Curry to award Wastewater plant sludge pump bid in the amount of \$29,462.00 to Cascade Machinery & Electric; seconded by Councilor Ham; motion carried unanimously.

2. Motion made by Councilor Ham to authorize the expenditure of \$25,000.00 from the Street Fund to regrade, reconstruct and repave the City Hall parking lot; seconded by Councilor Curry; motion passed unanimously.

3. Staff requested that Council not act on the request for a Speed zone change on 7th Street until our "Volunteers in Police Service" (VIPS) can do a study and make a recommendation. No action taken.

**IX. CONSENT CALENDAR**

Motion made by Councilor Ham to accept the consent calendar as amended; seconded by Councilor Curry; motion carried unanimously.

**X. ORDINANCES/RESOLUTIONS/FINAL ORDERS**

A. Ordinances

Finance Director/Recorder Bev Adams read Ordinance No. 97-O-526 in its entirety into the record.



Motion made by Councilor Ham to adopt Ordinance No. 97-O-526 - An Ordinance declaring the City's election to receive state revenues; and declaring an emergency, by first reading; seconded by Councilor Curry; motion carried unanimously.

Ms. Adams then read Ordinance No. 97-O-526 into the record for second reading by title only.

Motion made by Councilor Ham to adopt Ordinance No. 97-O-526 by second reading; seconded by Councilor Curry; motion carried unanimously.

B. Resolutions

Motion made by Councilor Curry to adopt Resolution No. 97-R-618, a resolution adopting the budget, declaring tax levied, making appropriations for the 1997/98 fiscal year and to categorize the levy as provided in ORS 310.060(2); seconded by Councilor Ham; motion carried unanimously.

**XI. COMMITTEE & LIAISON REPORTS**

- A. Planning Commission
- B. Parks & Recreation Commission
- C. Chamber of Commerce
- D. Councilors

Mayor Brendlinger reported attending the ribbon cutting ceremony at the Elks; the Torch run; Citizens for Better Brookings (CFABB) meeting; and meeting on the scenic byway project.

**XII. REMARKS FROM MAYOR AND COUNCILORS**

A. Mayor

Mayor Brendlinger reported that the meeting on June 30, 1997 has been canceled.

Mayor and Council discussed the "Boat Park" project with City Manager, Tom Weldon and made the following motion:

Motion made by Councilor Ham to allow the City Manager to work with the Chetco Library board on the placement of the boat being placed on the library property which the City has leased for "Boat Park"; seconded by Councilor Cartwright; motion passed unanimously.



B. Council

None

**EXECUTIVE SESSION** - ORS 192.660(1)(I) - Performance Evaluation of Public Officers and Employees

Mayor recessed the regular council meeting at 9:29 p.m. to go into executive session for the Council to evaluate the Finance Director/Recorder.

**XIII. ADJOURNMENT**

The regular council meeting was reconvened at 10:25 p.m. and a motion was made by Councilor Ham to adjourn; seconded by Councilor Curry; motion passed unanimously.

---

Nancy Brendlinger  
Mayor

ATTEST:

---

Beverly Adams  
Finance Director/Recorder



**CITY OF BROOKINGS  
COUNCIL MEETING MINUTES  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon  
July 28, 1997  
7:00 p.m.**

**I. CALL TO ORDER**

Mayor Brendlinger called the meeting to order at 7:01 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Council Present: Mayor Nancy Brendlinger, Councilors Larry Curry, Dave Ham, Julie Cartwright, Bob Hagbom

Staff Present: City Manager Tom Weldon, Finance Director/Recorder Beverly Adams, Community Development Director Leo Lightle, Police Chief Jack McDonald, Accounting Clerk Denise Bottoms

Media Present: Martin Kelly, KCRE; Chuck Hayward, Curry Coastal Pilot

**IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**

Mayor Brendlinger presented a certificate of appreciation to Hannah Cole for her efforts in aiding the victims in Grand Forks, North Dakota.

Mayor Brendlinger announced that Dennis Barlow has been employed by the City of Brookings for 15 years and a certificate of appreciation will be given to him at a later date as he could not be at the meeting.

Barbara Palicki was announced as the employee of the season for the summer season, 1997. Mayor Brendlinger recognized Barbara's accomplishments, read a proclamation and presented the proclamation to her.

**V. PUBLIC HEARINGS**

- A. Mayor Brendlinger opened the second public hearing for public review and input of the proposed Wastewater System Development Charge increase at 7:10 p.m.



Comments were heard from the following parties:

Fred Hummel	202 Alder
Chuck Brendlinger	885 Marina Heights
Larry Anderson	1415 Glenwood

Mayor Brendlinger closed the public hearing at 7:38 p.m.

**VI. SCHEDULED PUBLIC APPEARANCES**

**VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**

Tom Davis approached the bench and offered the services of Channel 49 to Councilors Curry and Hagbom and the chief petitioner and Treasurer of the recall against them, for a live telecast featuring a structured debate regarding the recall. This would be to better inform the residents of the Brookings area on the issues of this recall.

George Ciapusi expressed his support of Councilors Hagbom and Curry against the recall effort.

Richard Gyuro, President of the Brookings-Harbor Chamber of Commerce, read a letter of support from the Chamber for Councilors Hagbom and Curry into the record.

**VIII. STAFF REPORTS**

**A. City Manager**

**1. Rotary Liquor license request**

Councilor Hagbom moved, Councilor Ham seconded and the Council voted unanimously to approve the application to possess and consume alcoholic beverages on City of Brookings public property in Azalea Park for the American Music Festival to be held on Saturday, August 9, 1997.

**2. Ronald James Murphy-hospital bill**

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to authorize payment of \$1,937.86 to Curry General Hospital for 1/3 of the medical bill of Ronald James Murphy, denying any liability or precedence setting by this payment.



3. LOC final Measure 50 estimates of tax revenues for 1997/98

Tom Weldon passed out a memo to the Council from Finance Director Beverly Adams with a copy of the property tax revenue estimate from the State of Oregon Legislative Revenue office for revenues for the 1997/98 fiscal year based upon an estimate. It appears that the city will receive at least \$11,850 more in property tax revenue than estimated and we will have more information at a later date.

B. Police Department

1. Public Safety Information Management Advisory Team

Jack McDonald updated the Council on the efforts of this Advisory Team.

C. Community Development

1. Acceptance of Dedication Deed from Brook-Haven Trust for a pedestrian walkway

Irene Hinkley, a representative of the Board of Trustees of Brook-Haven, came forward to request that in the future they be advised of any and all meetings held regarding Brook-Haven.

Councilor Ham moved, Councilor Hagbom seconded and the Council voted unanimously to accept the dedication deed for the pathway behind Brook-Haven as presented in the staff memo.

2. Ransom Street Improvement Project

Leo Lightle discussed with the Council the situation regarding the Ransom Street Improvement Project and this item will be brought back to Council when the developer has made another proposal.

3. Bids on Oak Street Special Cities Allotment

Councilor Curry moved, Councilor Ham seconded and the Council voted unanimously to increase the System Development Charges participation from \$8,000 to \$18,450 and System Replacement Charges from \$7,157 to \$22,550 on this project and award the Oak Street Special Cities Allotment Project to B&B Excavation for Item #1, as shown in Exhibit I, in the amount of \$50,575.04.

IX. CONSENT CALENDAR



- A. Approval of Council Meeting Minutes
  - 1. Minutes of June 23, 1997 Regular Council Meeting
  - 2. Minutes of July 14, 1997 Regular Council Meeting
- B. Acceptance of Commission/Committee Minutes
  - 1. Minutes of June 26, 1997 Parks & Recreation Commission Meeting
- C. Approval of Vouchers (\$260,789.88)

(end Consent Calendar)

Motion made by Councilor Hagbom, seconded by Councilor Ham and the Council voted unanimously to approve the consent calendar as amended, omitting the minutes of June 23, 1997 for changes noted.

**X. ORDINANCES/RESOLUTIONS/FINAL ORDERS**

None

**XI. COMMITTEE & LIAISON REPORTS**

**A. Planning Commission**

George Ciapusci updated the Council on the Planning Commission activities.

**B. Parks & Recreation Commission**

Commissioner Paul Prevenas spoke about the Parks and Recreation Commission activities, including the boat park which is progressing at this time.

**C. Brookings-Harbor Chamber of Commerce**

Richard Gyuro reported on the 9 month leadership program sponsored by SWOCC and the Chamber.

**D. Councilors**

Larry Curry, Bob Hagbom, David Ham and Tom Weldon attended the Tri-Cities Council meeting on July 16, 1997 in Gold Beach.

On July 22nd, Larry attended the Harbor Sanitary meeting where the impact of sewer rates was discussed. Larry also attended CPACT and CZMA meetings and will update the Council at a later meeting.



**XII. REMARKS FROM MAYOR AND COUNCILORS**

**A. Mayor**

Mayor Brendlinger attended the Scenic Byways meeting and reported that there were definite split feelings as to whether or not they wanted it to proceed any further. Recommendations will be presented to the Council in September or October, hopefully to be finalized by the end of the year.

Ann Ramp asked Mayor Brendlinger to remind the Council of the Chetco Forum on July 31 where Senator Tarno and Representative Messerle will give a legislative update. This meeting will begin at 7:00 pm and will be held at the Best Western Conference Center.

**B. Council**

None

**XIII. ADJOURNMENT**

Councilor Hagbom moved, Councilor Curry seconded and the council voted unanimously to adjourn at 8:37 pm.

---

Nancy Brendlinger  
Mayor

ATTEST:

---

Beverly Adams  
Finance Director/Recorder



# Memorandum

TO: Mayor, City Council  
FROM: Leo Lightle, Community Development Director  
THROUGH: Tom Weldon, City Manager  
DATE: July 28, 1997



Issue: Oak Street Special Cities Allotment Project - Award Bids

Synopsis: Bids were opened for the Oak Street Special Cities Allotment Project. The bids were higher than anticipated but staff feels re-bidding the project will not likely result in lower bids (see attached background). To fund the project we will need to increase the financial participation of System Development Charges and System Replacement Charges by the following:

System Development Charges increase from \$8,000 to \$18,450  
System Replacement Funds increase from \$7,157 to \$22,550

The percentage of participation is set by the report establishing System Development Charges.

The bids were:

	<u>Freeman Rock</u>	<u>B &amp; B Excavation</u>
	<u>Total Bid</u>	<u>Total Bid</u>
Item No. 1	\$59,075.89	\$50,575.04
Alternate No. 1A	53,037.49	47,892.54

Total financing package would be (with Council authorization):

Special Cities Allotment (ODOT)	\$25,000
System Development Charges	18,450
System Replacement Charges	<u>22,550</u>
	\$66,000

Cost Breakdown

Construction	\$50,575.04
Engineering (design, staking, inspection)	14,000.00
Contingency	<u>1,424.96</u>
	\$66,000.00



Recommendation: The City Council increase the System Development Charges participation from \$8,000 to 18,450 and System Replacement Charges from \$7,157 to \$22,550 and award the Oak Street Special Cities Allotment Project to B & B Excavation for Item #I in the amount of \$50,575.04.

Background: There have been several jobs recently that have been bid in excess of the engineer's estimate. The construction work and methods required to match existing construction that "just happened" requires additional engineering and construction as well as costly construction techniques.

The Pedestrian Facilities (sidewalk, curb cuts on Hwy. 101) Enhancement Project was over the original estimate. In discussing the over-original engineer's estimate amount with a Oregon Department of Transportation official it was noted they have experienced an overrun with all of their Pedestrian Facilities Enhancement projects.

The bids on the Oak Street Special Cities Allotment Project are high if compared to building a new street in a subdivision or other areas where you did not have significant problems in matching existing conditions.

We have two bids which show a range of bids that are both above the estimate and there does not seem to be an advantage to rebid the project.

We have participation by the state of Oregon of \$25,000 and if we rebid later on we might not have the state's participation.

Given the two competitive bids and the state of Oregon participation staff believes we should make funds available and award the bid.

The city received two bids for the Oak Street Special Cities Allotment Project. The bids were for Item #1 and also Alternate #1A. Item #1 included removing asphalt and base and reinstalling base and asphalt. Alternate #1A was putting a glass mat over the cracked asphalt and overlaying the street. The Alternate #1A is a calculated gamble, i.e. would the cause of the cracking be stopped by the glass mat?

Staff is recommending the Council award the bid for the Oak Street Special Cities Allotment Project to B & B Excavation for \$50,575 which includes the removal of asphalt and base.



To fund the project the Council will have to authorize increasing the participation by the SDC fund and the SRF funds. The money is available in both funds. The Council would have to increase:

SDC participation from \$8,000 to \$18,450

SRF participation from \$7,157 to \$22,550

The percentage of participation is set by the report establishing System Development Charges.

Options/Alternatives:

Do Nothing

It makes sense to do the project with financial participation by another entity, Oregon Department of Transportation.

Rebid

Although Tidewater did not bid this project, on the last project (Pedestrian Facilities Project) Freeman Rock underbid Tidewater. For this bid (Oak Street), B & B Excavation underbid Freeman Rock. We therefore have a history of what we can currently expect for bids and it appears there would be no advantage to rebidding the project.



City of Brookings  
CHECK REGISTER: CHECK # 29118 THRU 29356  
For The Month Ending: July 31, 1997 \*\* CLOSED \*\*  
PRINTED: August 4, 1997 10:15:17

PAGE 1

CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
29118	Dennis Barlow	Motel-Barlow	07/07/97	100-106.00	115.54	150-658.00	38.52
						201-658.00	38.51
						251-658.00	38.51
29119	Dennis Barlow	Travel Advance	07/07/97	100-106.00	156.00	251-624.00	156.00
29120	Doug Alexander	Travel Advance	07/11/97	100-106.00	38.00	105-658.00	38.00
29121	Best Western Inn-Rama Inn	Hotel-Riddle	07/11/97	100-106.00	274.60	103-658.00	274.60
29122	Michelle Kalina	Summer Rec Prog	07/11/97	100-106.00	1,000.00	106-685.00	1,000.00
29123	Redmond Police NRA Training	Tuition-Riddle	07/11/97	100-106.00	395.00	103-658.00	395.00
29124	DHR Child Support Unit	Garnishment	07/11/97	100-106.00	62.50	100-220.70	62.50
29125	DHR Child Support Unit	Garnishment	07/11/97	100-106.00	33.00	100-220.70	33.00
29126	EBS Trust	July Premium	07/11/97	100-106.00	38.00	103-654.00	14.00
						104-654.00	24.00
29127	ICMA-RT 457 c/o 1st Ntl Bnk MD	Payroll 7/11/97	07/11/97	100-106.00	705.00	100-220.70	705.00
29128	Oregon Department of Revenue	State W/H Tax	07/11/97	100-106.00	3,375.95	100-220.30	3,375.95
29129	OR Teamster Employers Trust	July Premium	07/11/97	100-106.00	9,928.44	100-220.60	9,928.44
29130	OR Teamster Employers Trust	July Premium	07/11/97	100-106.00	5,148.08	100-220.60	5,148.08
29131	VOID		07/11/97	100-106.00	0.00	100-106.00	0.00
29132	Regence Life & Health Ins	July Premium	07/11/97	100-106.00	227.90	100-220.60	227.90
29133	Teamsters Local Union 223	July Dues	07/11/97	100-106.00	390.00	100-220.70	390.00
29134	PERS - Retirement	Payroll 7/11/97	07/11/97	100-106.00	7,017.75	100-220.70	73.28
						100-220.80	6,944.47
29241	Bev Adams	Reimbursement	07/18/97	100-106.00	48.20	107-602.00	31.46
						107-658.00	16.74
29242	Doug Alexander	Reimbursement	07/18/97	100-106.00	50.20	150-624.00	50.20
29243	American Red Cross	39 Students	07/18/97	100-106.00	39.00	106-612.00	39.00
29244	Bav West Supply Inc	Inv 103076-1	07/18/97	100-106.00	91.75	109-614.00	91.75
29245	Becco Inc	Misc Invoices	07/18/97	100-106.00	402.85	103-606.00	43.85
						106-606.00	59.00
						107-612.00	300.00
29246	John Bishop	Reimb/Clothing	07/18/97	100-106.00	510.18	103-608.00	500.00
						103-664.00	10.18
29247	BOLI	Wage/Hour	07/18/97	100-106.00	7.50	107-602.00	7.50
29248	Brookings Harbor Chamber	97-98 Dues	07/18/97	100-106.00	90.00	102-660.00	90.00
29249	Brookings Vol Firefighters	July Contrib	07/18/97	100-106.00	1,666.67	104-682.00	1,666.67
29250	B & S Industries Inc	Inv 10143164	07/18/97	100-106.00	386.81	103-614.00	386.81
29251	Coos-Curry Electric	Electric	07/18/97	100-106.00	5,548.91	106-662.00	1,479.58
						150-662.00	1,207.10
						201-662.00	2,098.09
						251-662.00	578.88
						252-662.00	185.26
29252	Curry Arts	Annual Dues	07/18/97	100-106.00	10.00	102-660.00	10.00
29253	Curry County Reporter	1 yr Sub	07/18/97	100-106.00	17.00	102-604.00	17.00
29254	Counrv Farm Center	Inv 74530	07/18/97	100-106.00	182.08	150-606.00	182.08
29255	Da-Tone Construction	Bus Lic Overpay	07/18/97	100-106.00	15.00	100-422.00	15.00
29256	Del Cur Supply	Inv 51454	07/18/97	100-106.00	57.82	106-626.00	57.82
29257	Dept of Administrative Service	ARK26178/26179	07/18/97	100-106.00	498.00	251-624.00	498.00
29258	Dept of Administrative Service	Inv ARG11166	07/18/97	100-106.00	410.00	251-624.00	410.00
29259	DEQ	WQ98DOM-0065	07/18/97	100-106.00	3,113.00	252-612.00	3,113.00
29260	EBS Trust	August Premium	07/18/97	100-106.00	41.00	103-654.00	14.00
						104-654.00	27.00
29261	Emerald Swimming Pools of OR	139887 & 139982	07/18/97	100-106.00	73.41	106-612.00	73.41
29262	Firefern	Fence Easy Man	07/18/97	100-106.00	964.00	903-730.00	964.00

(Continued)



City of Brookings  
CHECK REGISTER: CHECK # 29118 THRU 29356

For The Month Ending: July 31, 1997 \*\* CLOSED \*\*

PRINTED: August 4, 1997 10:15:17

PAGE 2

CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
29263	Fred Meyer	Inv 430294	07/18/97	100-106.00	125.15	102-602.00	125.15
29264	Royal Gasso	Reimbursement	07/18/97	100-106.00	110.00	202-658.00	55.00
						252-658.00	55.00
29265	GTE Northwest	June Phone	07/18/97	100-106.00	1,600.08	102-664.00	122.21
						103-664.00	491.48
						104-664.00	122.21
						105-664.00	91.66
						201-664.00	132.88
						202-664.00	120.80
						252-664.00	48.32
						300-664.00	470.52
29266	Hill-Donnelly	So OR Coast Dir	07/18/97	100-106.00	53.83	103-602.00	53.83
29267	League of Oregon Cities	97-98 Dues	07/18/97	100-106.00	2,619.00	102-660.00	2,619.00
29268	Local Gov't Personnel Inst	Inv 6393	07/18/97	100-106.00	608.00	102-660.00	608.00
29269	Joy Metcalf	Summer Rec Sup	07/18/97	100-106.00	300.00	106-658.00	300.00
29270	Motor Vehicles Division	Inv 60682070197	07/18/97	100-106.00	6.75	103-606.00	6.75
29271	New Hope Plumbing Co	Inv 7928	07/18/97	100-106.00	426.93	106-612.00	426.93
29272	Pacific Water Works	Inv 2152979	07/18/97	100-106.00	74.88	251-606.00	74.88
29273	Paramount Pest Control Inc	Inv 30654	07/18/97	100-106.00	28.00	103-614.00	28.00
29274	Pitney Bowes Inc - FAX	X343987/X388608	07/18/97	100-106.00	170.00	109-606.00	170.00
29275	Ron Plaster	Clothing Allow	07/18/97	100-106.00	450.00	103-608.00	450.00
29276	Portland Community College	Reg Fee - Sharp	07/18/97	100-106.00	175.00	104-658.00	175.00
29277	Sears	Inv 4379	07/18/97	100-106.00	279.99	251-624.00	279.99
29278	Stadelman Electric	Misc Invoices	07/18/97	100-106.00	851.00	150-624.00	625.00
						201-646.00	90.00
						251-606.00	136.00
29279	Roy Swanson	Summer Rec Prog	07/18/97	100-106.00	300.00	106-685.00	300.00
29280	U S Postmaster	Utility Permit	07/18/97	100-106.00	1,000.00	201-602.00	500.00
						251-602.00	500.00
29281	Tom Weidon	July Car Allow	07/18/97	100-106.00	200.00	102-606.00	200.00
29282	Westcott Communications	858665 & 866193	07/18/97	100-106.00	576.00	103-658.00	576.00
29283	Worlton Auto Body	Inv 3278	07/18/97	100-106.00	231.26	103-606.00	231.26
29284	Xerox Corp	Inv 057584709	07/18/97	100-106.00	106.00	103-606.00	106.00
29285	DoubleTree Hotel/Jantzen Beach	Hotel - Sharp	07/18/97	100-106.00	475.24	104-658.00	475.24
29286	Oregon Department of Revenue	OR W/H 2nd Qtr	07/18/97	100-106.00	1,000.00	100-220.30	1,000.00
29288	Ag-Chem Warehouse Inc	Inv 94806	07/24/97	100-106.00	262.50	106-626.00	262.50
29289	Doug Alexander	Reimbursement	07/24/97	100-106.00	18.25	105-658.00	18.25
29290	Allied Colloids Inc	Inv 08626SM	07/24/97	100-106.00	697.95	252-612.00	697.95
29291	Associated Bag Company	Inv N852146	07/24/97	100-106.00	155.40	252-612.00	155.40
29292	Brookings Real Estate	Deposit Refund	07/24/97	100-106.00	28.88	200-134.00	28.88
29293	Central Equipment Co, Inc	Misc Invoices	07/24/97	100-106.00	348.02	251-606.00	348.02
29294	CIS	Inv BRK-9701W	07/24/97	100-106.00	9,004.00	100-220.50	9,004.00
29295	CIS	Inv BRK-9701	07/24/97	100-106.00	15,500.00	102-654.00	1,000.00
						103-654.00	5,000.00
						104-654.00	3,000.00
						106-654.00	1,500.00
						150-654.00	5,000.00
29296	CIS	Inv BRK-9701	07/24/97	100-106.00	32,230.00	201-654.00	7,500.00
						202-654.00	7,500.00
						251-654.00	7,000.00
						252-654.00	9,730.00
						300-654.00	500.00

(Continued)



City of Brookings  
CHECK REGISTER: CHECK # 29118 THRU 29356  
For The Month Ending: July 31, 1997 \*\* CLOSED \*\*  
PRINTED: August 4, 1997 10:15:17

PAGE 3

CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
29297	Coastal Coffee Service	Inv 3882	07/24/97	100-106.00	23.50	109-614.00	23.50
29298	Colvin Oil	Mid July Stmt	07/24/97	100-106.00	939.09	103-606.00	368.04
						104-606.00	229.54
						105-606.00	16.39
						106-612.00	89.12
						150-606.00	52.13
						201-606.00	78.53
						202-606.00	63.02
						251-606.00	32.84
						252-606.00	9.48
29299	Coos-Curry Electric	June Electric	07/24/97	100-106.00	7,140.50	109-662.00	542.17
						202-662.00	3,792.94
						252-662.00	2,805.39
29300	Larry Curry	Reimbursement	07/24/97	100-106.00	280.08	102-658.00	280.08
29301	DHR Child Support Unit	Garnishment	07/24/97	100-106.00	62.50	100-220.70	62.50
29302	DHR Child Support Unit	Garnishment	07/24/97	100-106.00	33.00	100-220.70	33.00
29303	Emerald Swimming Pools of OR	Inv 140010	07/24/97	100-106.00	42.00	106-652.00	42.00
29304	Evangelis Lutheran Good Sam	Ref Dig-in Fees	07/24/97	100-106.00	1,823.76	200-460.00	813.76
						250-460.00	1,010.00
29305	Marshal Ferg	Inspections	07/24/97	100-106.00	300.00	105-646.00	300.00
29306	First Trust National Assn	Inv 97-211744	07/24/97	100-106.00	420.00	370-632.00	420.00
29307	Curt Fox	Reimbursement	07/24/97	100-106.00	336.60	103-658.00	336.60
29308	Fred Meyer	Inv 553591	07/24/97	100-106.00	94.60	252-612.00	94.60
29309	Freeman Rock Enterprises Inc	Inv 12716	07/24/97	100-106.00	195.36	106-626.00	195.36
29310	Gall's Inc	Inv 51596415000	07/24/97	100-106.00	216.85	103-614.00	216.85
29311	Paula Glover	Swim Refund	07/24/97	100-106.00	23.00	100-458.00	23.00
29312	ICMA-RT 457 c/o 1st Ntl Bnk MD	Payroll 7/25/97	07/24/97	100-106.00	705.00	100-220.70	705.00
29313	New Hope Plumbing Co	Inv 7936	07/24/97	100-106.00	251.48	150-624.00	251.48
29314	Oregon Department of Revenue	State W/H Tax	07/24/97	100-106.00	3,354.33	100-220.30	3,354.33
29315	Oregon Mayors Assn	Reg-Brendlinger	07/24/97	100-106.00	183.00	102-658.00	183.00
29316	PERS - Retirement	Payroll 7/25/97	07/24/97	100-106.00	6,710.65	100-220.80	6,710.65
29317	Petty Cash	Reimbursement	07/24/97	100-106.00	126.27	101-602.00	3.28
						102-602.00	7.11
						102-658.00	6.00
						103-612.00	15.00
						105-602.00	39.49
						109-602.00	21.73
						201-602.00	23.58
						201-612.00	10.08
29318	San Jose State University	Reg-Bishop	07/24/97	100-106.00	230.00	103-658.00	230.00
29319	SCAN	020702 & 020703	07/24/97	100-106.00	39.50	103-664.00	22.00
						104-614.00	17.50
29320	The Tea Room	Gift Certs	07/24/97	100-106.00	250.00	106-685.00	250.00
29321	VWR Scientific Products	Inv 28792870	07/24/97	100-106.00	101.87	252-606.00	101.87
29322	Water Resources Department	Inv 2666	07/24/97	100-106.00	700.00	201-646.00	700.00
29323	WW Grainger Inc	Inv 2684731967	07/24/97	100-106.00	167.88	252-606.00	167.88
29324	Xerox Corp	Inv 057701507	07/24/97	100-106.00	303.54	109-606.00	303.54
29325	ZEP Manufacturing	Inv 66216218	07/24/97	100-106.00	808.75	252-652.00	808.75
29327	American Red Cross	66 Students	07/31/97	100-106.00	66.00	106-612.00	66.00
29328	Bav West Supply Inc	Inv 88240	07/31/97	100-106.00	172.90	252-612.00	172.90
29329	John Bischoff	Reimbursement	07/31/97	100-106.00	35.74	105-658.00	35.74
29330	John Bishop	Travel Advance	07/31/97	100-106.00	156.00	103-658.00	156.00

(Continued)



City of Brookings  
CHECK REGISTER: CHECK # 29118 THRU 29356

For The Month Ending: July 31, 1997 \*\* CLOSED \*\*

PRINTED: August 4, 1997 10:15:17

PAGE 4

CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
29331	Brookings Harbor Rotary	97-98 Dues	07/31/97	100-106.00	150.00	102-660.00	75.00
						103-660.00	75.00
29332	Building Codes Division	April-June 97	07/31/97	100-106.00	704.41	100-236.00	704.41
29333	North Bend Medical Center	Bus Lic Overpay	07/31/97	100-106.00	15.00	100-422.00	15.00
29334	Sentry Arms Apartments	Bus Lic Refund	07/31/97	100-106.00	60.00	100-422.00	60.00
29335	Harbor BP Mini Mart	Bus Lic Refund	07/31/97	100-106.00	60.00	100-422.00	60.00
29336	Comfort Inn	Hotel-Rockwell	07/31/97	100-106.00	190.68	202-658.00	95.34
						252-658.00	95.34
29337	Curry County Clerk	Recording Fee	07/31/97	100-106.00	45.00	105-602.00	45.00
29338	Daily Journal of Commerce	Inv 6405CB	07/31/97	100-106.00	175.50	202-724.00	175.50
29339	Dept of Administrative Service	97-98 ORCPP	07/31/97	100-106.00	200.00	109-646.00	200.00
29340	Fred Meyer	Inv 553590	07/31/97	100-106.00	29.99	251-624.00	29.99
29341	GTE	Inv CH66004	07/31/97	100-106.00	250.00	102-664.00	250.00
29342	Grants Pass Veterinary	Inv 72856	07/31/97	100-106.00	122.40	103-606.00	122.40
29343	Great Western Supply Co	Inv 00771157	07/31/97	100-106.00	145.66	103-614.00	145.66
29344	Hach Co	Inv 764166	07/31/97	100-106.00	19.40	252-652.00	19.40
29345	Law Offices of Ken Olin	Inv 10118	07/31/97	100-106.00	164.50	109-646.00	164.50
29346	OAWU	Reg-Rockwell	07/31/97	100-106.00	180.00	202-658.00	90.00
						252-658.00	90.00
29347	Oregon Fire Chiefs Association	Dues-Sharp	07/31/97	100-106.00	65.00	104-658.00	65.00
29348	Pacific Non-Profit Network	Reg Fee-Weldon	07/31/97	100-106.00	80.00	102-658.00	80.00
29349	Barbara Palicki	Summer 97	07/31/97	100-106.00	50.00	109-686.00	50.00
29350	Quality Fast Lube & Oil	Inv 4348	07/31/97	100-106.00	23.95	103-606.00	23.95
29351	Jim Rockwell	Travel Advance	07/31/97	100-106.00	78.00	202-658.00	39.00
						252-658.00	39.00
29352	Roto-Rooter	Inv 11407	07/31/97	100-106.00	120.00	251-606.00	120.00
29353	Tidewater Contractors Inc	Inv 17973/17877	07/31/97	100-106.00	1,264.28	103-722.00	777.48
						106-626.00	486.80
29354	Tom Weldon	Aug Car Allow	07/31/97	100-106.00	200.00	102-606.00	200.00
29355	The World	Inv 9732/Stout	07/31/97	100-106.00	159.89	202-724.00	92.57
						500-688.00	67.32
29356	WW Grainger Inc	Misc Invoices	07/31/97	100-106.00	225.22	109-624.00	126.22
						201-612.00	99.00
					144,213.88		144,213.88

\*\*\* END OF REPORT \*\*\*



# Memorandum

TO: Mayor, City Council  
FROM: John Bischoff, Planning Director  
THROUGH: Tom Weldon, City Manager  
DATE: August 7, 1997



Issue: The Bridge Street excess right-of-way vacation.

Synopsis: Staff has looked further into the process of street vacations and was ultimately lead to the question of how the land was acquired by the State Department of Transportation and how the state transferred the land to us. The answer to this question will determine what options the city has to dispose of this land if it so desires.

Recommendation: No further action on this matter until these questions can be answered and a clear course of action established.

Background: At the May 12, 1997 City Council meeting when the street vacation was heard the question was asked as to whether the vacated right-of-way could be sold. At that meeting I stated that in the time that I have worked for the city there have been several street vacations initiated by petition of an adjacent property owner and in none of those vacation was the question of selling the vacated land raised. One of those vacations was similar to the Bridge St. vacation in that there was only one adjacent property owner.

In the case of the Bridge St. vacation, most of the land subject to the vacation is vary steep with slopes on the north side of the drainage ditch ranging from 67% to 75%. At the hearing I stated that the slopes were in excess of 40% which was based on a quick calculation which included some of the flat land on the south side of the ditch. The flat usable area of the vacated area amounts to about 6,000 sq. ft. I believe that I also stated that it is unlikely that if put on the auction block, which is what would be required if the land would be sold, that no third party would be interested in the property. There is also the cost of having the land appraised and advertizing the sale.

In a subsequent conversation with Marty Stone, I asked if it was even possible for the city to sell vacated right-of-way. This question was based on the fact that when a jurisdiction vacates street right-of-way, it is automatically divided by the state between the adjacent property owners. No deed is prepared or recorded by the city. Marty stated that in his opinion a right-of-way was a right to pass over land and did not transfer ownership of the dirt under the right-of-way and that is why, when vacated, the right-of-way reverts to the adjoining land owners.



This lead to the question of how the state received title of the property originally. If the title was for "right-of-way" purposes, then the state did not own the land under the right-of-way. On the other hand, if the state purchased the property in "fee simple", the state would own the land under the right-of-way. The next question was how did the state convey the land to the city - for right-of-way purposes or in "fee simple". The answer to these questions will influence how the city must proceed on this issue. If the state only obtained right-of-way, that is all they could give to the city and the only way the city can dispose of the land is through the vacation process and we cannot sell the land. If the state obtained the land in fee simple and conveyed it to the city in fee simple, then the city must declare the land as surplus, have it appraised and offer it at auction to the highest bidder.

The staff has obtained the deed in which the state obtained the property and it was indeed sold to the state in fee simple. There does not, however, appear to be a recorded document conveying the property from the state to the city. The title company representative used to trace the deeds stated that this is not uncommon. I have called ODOT to check their records, however, the person I need to talk to is out of the office at the date of this memo and will not return until tomorrow.

It is very possible that the city owns the land under the right-of-way and if this is the case the vacation process does not apply. This is an unusual case in that street right-of-way is generally just that right-of-way, not given fee simple.

Staff will keep you informed on this issue.



**RESOLUTION NO. 97-R-622**

**A RESOLUTION AUTHORIZING THE CITY OF BROOKINGS TO PARTICIPATE  
IN THE CITY/COUNTY INSURANCE SERVICES TRUST.**

**WHEREAS, the City/County Insurance Services Trust (CIS) offers pooled self-insurance offering cost stability and the potential for long-term savings; and**

**WHEREAS, CIS is sponsored by the League of Oregon Cities and the Association of Oregon Counties as a service to Oregon cities and counties; and**

**WHEREAS, the City of Brookings finds that membership in CIS is of benefit in managing the risks involved in providing services to its citizens; and**

**WHEREAS, the City of Brookings has been provided with an opportunity to review the Trust Agreement, Bylaws and Rules of CIS; and**

**WHEREAS, the City of Brookings has reviewed the Trust Agreement Bylaws and Rules of CIS for compliance with the Charter and Ordinances of the City of Brookings;**

**NOW, THEREFORE, BE IT RESOLVED that the City of Brookings does hereby enter into a contract with CIS and becomes a member of the CIS Trust for General Liability and Automobile Liability for a three-year period commencing July 1, 1997 and agrees to abide by the terms of the Trust Agreement, Bylaws and Rules of CIS which, along with this Resolution, constitutes the contract between the City of Brookings and CIS. The City Manager is hereby authorized to execute such documents as are necessary pursuant to this Resolution.**

**PASSED by the Council and signed by the Mayor this 11th day of August, 1997.**

---

**Nancy Brendlinger, Mayor**

**ATTEST:**

---

**Beverly S. Adams  
Finance Director/Recorder**

**MINUTES  
JOINT MEETING  
BROOKINGS PLANNING COMMISSION/CITY COUNCIL  
July 28, 1997**

A joint meeting of the Brookings Planning Commission and City Council was called to order at 6:03 p.m. by Mayor Nancy Brendlinger in the Council Chambers at Brookings City Hall on the above date with the following Commission and Council members and staff in attendance.

Mayor Nancy Brendlinger  
Councilor Dave Ham  
Councilor Larry Curry  
Councilor Bob Hagbom  
Councilor Julie Cartwright  
Commission Chair George Ciapusci  
Commissioner Rick Dentino

Commissioner Marv Lindsey  
Commissioner Ted Freeman  
Commissioner Keith Pepper  
Ex-officio Commissioner Jessica Babin  
Community Development Director Leo Lightle  
Planning Director John Bischoff  
City Manager Tom Weldon

Commissioners Judi Krebs and Earl Breuer were not in attendance.

As a follow up to the previous joint meeting of April 14, 1997 Planning Director John Bischoff presented an inventory of streets that had Deferred Improvement Agreements (DIA) in sufficient numbers to call for a local improvement district. The printed recap is attached and made part of these minutes. Mayor Brendlinger disclosed that she lives on one of the streets mentioned in the report. Since this was only a discussion she declared no conflict of interest or bias. Various options were discussed regarding implementing, changing or eliminating the DIA program. Staff was instructed to explore the options and give a report at the next Planning Commission/City Council quarterly meeting.

City Manager Tom Weldon reported on correspondence with the U.S. Postal Service regarding traffic and parking problems at both the main and annex post offices. Our request for cooperation in solving these ongoing problems has been forwarded to the district office in Portland. As a result of our letter a facilities staff person will be coming to Brookings within 30 days and meet with representatives of the city to talk about the problems and explore options. After this meeting the City Manager will give a progress report to the Planning Commission and City Council.


Community Development Director Leo Lightle gave a report on the Fifth Street Sidewalk Project. Sidewalks for the northerly section of Fifth Street between Elk Drive and Easy Street had previously been included in a street overlay project. The sidewalks had been dropped from the final project as there was not time before the work date to contact all property owners in the area.

Commissioner Freeman asked where the appeal on the Urban Growth Boundary stands. Planning Director Bischoff responded that all oral arguments have been given but we have not yet received a decision from the Appeals Court. It is expected to be handed down in August.

The next meeting date was set for October 13, 1997 before the regular Council meeting.

There being no further business before the joint body, the meeting was adjourned at 6.52 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Tom Weldon, City Manager



## BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of July, 1997

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
2	Single Family Dwelling	\$1,057.00	\$539.00	\$52.85	\$5,114.00	\$274,678.00	27	\$3,609,755.82	21	\$2,668,884.10
5	Single Family Addition	\$513.75	\$2,433.50	\$25.69	\$0.00	\$84,629.00	13	\$169,486.00	29	\$377,254.00
2	Single Family Garage-Carport	\$215.00	\$140.00	\$10.75	\$0.00	\$27,633.00	10	\$200,649.00	7	\$65,739.00
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$156,038.00	1	\$154,370.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	3	\$1,487,885.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	6	\$855,432.00
1	Commercial Addition-Change	\$25.00	\$16.00	\$1.25	\$0.00	\$1,500.00	18	\$361,063.00	10	\$125,834.76
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$15,000.00	0	\$0.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$0.00	5	\$0.00
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$6,700.00	5	\$10,000.00
10	Total Building Permits	\$1,810.75	\$3,128.50	\$90.54	\$5,114.00	\$388,440.00	75	\$4,518,691.82	87	\$5,745,398.86
6	Mechanical Permits	\$123.50	N/A	\$6.18		N/A	46		18	
2	Plumbing Permits	\$142.80		\$7.14	\$0.00	N/A	32		12	
1	Manufactured Home Permits	\$105.00		\$5.25	\$2,557.00	N/A	5		1	
19	TOTAL PERMITS	\$2,182.05	\$3,128.50	\$109.10	\$7,671.00	\$388,440.00	158	\$4,518,691.82	118	\$5,745,398.86
	Total Year to Date Calculated Fees	\$23,008.00	\$13,569.09	\$1,150.41	\$135,231.70					

In June, 1997 Harbor issued permits for 7.0 EDUs.

During the Month of July, 1997, Brookings issued permits for 3.00 new sewer connections. The City of Brookings now has 125.69 EDU Units connected to the Brookings Wastewater System since the signing of the MAO.

Added To Council meeting

## Memorandum

**TO:** Mayor, City Council  
**FROM:** Leo Lightle, Comm. Dev. Director *LbL*  
**THROUGH:** Tom Weldon, City Manager *Tom*  
**SUBJECT:** Oak Street project street closure  
**DATE:** August 8, 1997



Synopsis:

The contractor, to do the reconstruction work, will need to close Oak Street beginning August 18, 1997. The project will last for 30 days. Beginning August 18, 1997 the street will be closed several days in a row during the day and open at night. There will be times, between subcontractors doing their work, that the street will be open both day and night. It is estimated that there will be two to three days between the final preparation for paving work and paving the street.

We have awarded the contract so we have to allow the street to be closed to complete the required work.

Recommendation:

That the City Council authorize the closure of Oak Street for the reconstruction of Oak Street.

Rationale:

There is really no way for the construction to proceed without closure of the street.

Background:

The City Council awarded the bid for this project and now needs to authorize closure of the street to allow for reconstruction.

-eom-



passed out at Council meeting

# Memorandum

**TO:** Mayor, City Council  
**FROM:** Leo Lightle, Community Development Director  
**THROUGH:** Tom Weldon, City Manager  
**DATE:** August 8, 1997



Issue: Awarding of bid on the reroof Brookings Water Treatment Plant .

Synopsis: The City Council authorized the calling for bids on the reroof Brookings Water Treatment Plant.

Bid opening was at 2 P.M. on August 8 1997. Bids were submitted by Mc Murry and Sons, Inc.; Lawless Roofing Inc.

The Bids were:

Mc Murry and Sons, Inc.  
Basic Bid \$34,900 Alternate \$ 3,000 Total \$37,900

Lawless Roofing Inc.  
Basic Bid \$25,835 Alternate \$ 4,573 Total \$ 30,408

Engineers Estimate Total \$ 41,480

**Recommendation:** The City Council award the bid for the Reroof Brookings Water Treatment Plant to Lawless Roofing Inc. in the amount of \$ 30,408.